

No. 36038/1/2004/Estt (Res)

Government of India

Ministry of Personnel, P. G. &amp; Pensions

Department of Personnel &amp; Training

New Delhi: Dated the 5<sup>th</sup> August, 2004.Office Memorandum

Sub: Special Recruitment Drive to fill up backlog vacancies reserved for SCs and STs

The undersigned is directed to refer to this Department's O.M. No. 36012/5/97-Estt(Res) Vol.II dated 20.7.2000 which provides that the ceiling of 50 percent on filling up of reserved vacancies would apply only to the reserved vacancies which arise in the current year and the backlog reserved vacancies for SCs and STs of earlier years are to be treated as a separate and distinct group which would not be subject to any ceiling. All the Ministries/ Departments vide the said O.M. were requested to make concerted efforts to fill up the backlog vacancies but some of the Ministries/ Departments/ offices have not been able to do so yet. The COMMON MINIMUM PROGRAMME of the Government contemplated that all reserved posts will be filled up in a time bound manner. Keeping this in view it has been decided to launch a SPECIAL RECRUITMENT DRIVE for filling up the backlog reserved vacancies of SCs of STs in direct recruitment quota.

2. A Schedule has been drawn for special recruitment drive as follows:-

Sl. No.	Action	Target Date
1	Issue of instructions by the Ministries/ Departments to all appointing authorities under their charge for conduct of the drive.	By 16.8.2004
2	Collection of information by the ministries/ departments about backlog reserved vacancies for SCs and STs as on 1.7.2004 in the Ministries/ Departments including attached / Subordinate Offices.	By 30.9.2004
3	Reporting of vacancies to the UPSC/ SSC or other concerned recruiting agencies by the concerned Ministries/ Departments/ appointing authorities.	By 1.11.2004
4	Advertisement by the UPSC/SSC/Other recruiting agencies.	By 1.12.2004
5	Receipt of applications / nominations by the UPSC/SSC/ Other recruiting agencies.	By 15.1.2005
6	Holding of interviews / tests etc. by the UPSC/SSC/Other recruiting agencies.	By 15.3.2005
7	Information about the selected candidates by the UPSC/SSC/ Other recruiting agencies to the concerned Ministry/ Department/ Office.	By 15.4.2005
8	Issue of offers of appointment to the selected candidates.	By 16.5.2005

3. All the ministries / Departments are requested to launch the Drive as per Schedule given above. To enable this Department to assess the progress of the Drive, all Ministries/ Departments may send following reports to this department. The reports should be consolidated and should contain information in respect of ministry/ Department and all its attached and subordinate offices. Attached and Subordinate Offices should not send the reports to this Department direct.

Sl.No	Details of Report	Date by which it should reach the DOPT
1.	Progress report I - report about identification of backlog reserved vacancies.	15.10.2004
2.	Progress Report II - Report about reporting of vacancies to Recruiting agencies.	15.11.2004
3.	Progress Report III - Report about filling up of the posts.	30.6.2005

4. All advertisements calling for applications for filling up the posts by way of Special Drive may be published under the caption, "Special Recruitment Drive for SCs and STs" and may be given wide publicity so that the information reaches the target group.

5. Following points may be kept in view while identifying the backlog reserved vacancies

- i. There is a ban on deservation of vacancies reserved for SCs and STs in case of direct recruitment. Where sufficient number of candidates of the concerned category are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies are kept unfilled. These unfilled reserved vacancies are treated as 'backlog reserved vacancies' for subsequent recruitment years. All backlog reserved vacancies as on 1.7.2004 are to be filled during the Special Drive.
- ii. Post based reservation rosters are in vogue since 2.7.1997. Backlog reserved vacancies are to be determined as per post based reservation rosters.

6. An officer holding the post of Joint Secretary or equivalent may be nominated as officer-in-charge of the Special Recruitment Drive, who may monitor and coordinate the special recruitment efforts in the Ministry/ Department and all its attached and subordinate offices. Name, Designation and telephone number of this officer may be reported to Shri. Keshav Desiraju, Joint secretary in this Department.

Sd/-  
(K.G. Verma)  
Deputy Secretary to the Govt. of India

## APPENDIX-7

Proforma for conducting inspection of rosters maintained for providing reservation for Scheduled Castes and Scheduled Tribes in services.

[Para 4.5]

Name of Office \_\_\_\_\_

Date of last inspection \_\_\_\_\_

Name of post/group of posts \_\_\_\_\_

Date of current inspection \_\_\_\_\_

1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotions (where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.
2. Whether the appropriate model roster viz the one prescribed for (1) direct recruitment on an all India basis by open competition (2) direct recruitment on an all India basis otherwise than by open competition (3) direct recruitment on a local or regional basis or (4) promotion as the case may be is being followed.
3. Whether rosters are being maintained separately for (1) permanent appointment and temporary appointments likely to become permanent or to continue indefinitely and (2) purely temporary appointments of 45 days or more duration.
4. Whether the rosters are being maintained in the form prescribed viz. appendix 4 to the Brochure.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment.
6. Whether immediately after an appointment has been made the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointed authority or by the officer authorised to do so.
7. Whether any gap is left in the roster.
8. Whether the roster is being maintained in the form of a running account from year to year.
9. Whether before appointing a general candidate against reserved vacancy, (i) prior approval of the Department of Personnel for dereservation was obtained in the case of vacancies included in the rosters for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 26 of the Brochure to secure Scheduled Castes/Tribes candidates were taken in the case of vacancies included in the roster for purely temporary appointments.
10. Whether reservation in confirmation in posts filled by direct recruitment has been correctly determined in accordance with the orders in M.H.A.O.M. No. 31/10/63 SCT(1), dated 27-3-1963 and 2-5-1963.
11. Whether an abstract is given after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year.
12. Whether reservations have been carried forward to three subsequent recruitment years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in MHA O.M. No. 27/25/68 Estt. (SCT), dated 25th March 1970 before treating them lapsed.
13. Any other remarks.

Summing up

14. Brief recapitulation of defects and shortcomings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, with particular reference to the remarks given during the last inspection.

Signature of Inspecting Officer.

Designation.

Date.

Remarks of Head of  
Department/Secretary of  
the Ministry.